

Available Position: Nontraditional Pathways Success Coordinator

Department: Graduate Support

Reports to: Asst. Head of School of Graduate Support

FLSA Classification: TBD

Full/Part-time: Full-time

Date Posted: September 29, 2026

Start Date: ASAP

Mission Statement:

St. James is a faith-based educational community deeply rooted in transformative loving relationships.

Vision Statement:

A world without inequities.

Values Statement:

St. James...

Believes ... that every person is a child of God

Recognizes ... that every moment is an opportunity for learning

Understands ... the value of listening, discerning, and growing together

Strives ... to create disruptive change around educational, wealth, health, and other disparities

Honors ... the dignity of every human person

Partners with ... other advocates for social justice

About St. James School:

St. James is a faith-based educational community deeply rooted in transformative loving relationships.

The School serves students and families who are most in need, providing a full scholarship to every student. Students benefit from small class sizes, an extended day, robust music programs, extensive social-emotional support, and 11-month school year (Sept. - July).

The Graduate Support Program is a lifelong commitment to every child. It prepares students for future success and supports them along the way – through high school, college, careers, and beyond.

The Welcome Table designs community actions and creates spaces for members of the school and broader community to access essential needs and experience a community of sharing.

The Church of St. James the Less seeks to be a place to encounter God, build community and grow personally with weekly mass and worship services.

Commitment to Anti-Racism Education

So, if anyone is in Christ, there is a new creation: everything old has passed away; see, everything has become new! All this is from God, who reconciled us to himself through Christ, and has given us the ministry of reconciliation. (2 Corinthians 5:17-18)

St. James School is committed to partnering with others to dismantle systemic racism and to build an antiracist multicultural diversity within our school community and beyond. Through teaching a more complete and unbiased history, St. James School will arm students, graduates and employees with the tools and knowledge to better engage in complex issues like systemic racism and privilege and to hopefully solve them rather than contribute to them.

St. James School Graduate Support

The mission of the Graduate Support program is to provide St. James graduates with a network of academic, social, emotional, spiritual, financial, and college-oriented support throughout their high school and post-secondary educational journey. The goal of Graduate Support is to ensure that students continue their educational advancement, fulfill their potential, and achieve productive roles in society.

It is our goal that all St. James graduates will pursue some kind of post-secondary education or training, whether that be at a four-year college, community college, or vocational/technical school.

Job Description

The Nontraditional Pathways Success Coordinator is tasked with the ability to work specifically with the non-traditional alumni populations. This position plays a crucial role in supporting and advocating for alumni who may have unconventional educational backgrounds or life circumstances. The Nontraditional Pathways Success Coordinator will collaborate closely with graduates, families, and community partners to ensure that all alumni receive comprehensive support as they navigate post-graduation challenges and opportunities.

Department Responsibilities

- Operates and maintains the Huskies Hangout in a positive, welcoming, motivating, and professional atmosphere.
- Supports graduates through emergencies and unexpected occurrences.
- Supervises weekly study halls.
- Coordinates and communicates with Graduate Support tutors and mentors.
- Manages monthly Graduate Support scholarship checks.
- Assist graduates in finding summer work and enrichment opportunities.
- Assists with organizing department-wide events for graduates and families in order to build and maintain relationships with St. James School.
- Maintains database of graduate information including contact information, high school placement, post-secondary placement, and work placement.

Specific Position Responsibilities

Nontraditional Pathways Support

- Develop and implement tailored support programs and services for non-traditional graduates, including but not limited to job placement assistance, continuing education opportunities, financial literacy and budgeting workshops, mental health and wellness resources, housing support, and stability initiatives.
- Plans and facilitates educational programming to assist with the matriculation process.
- Supports the graduates' schooling in academic & social counseling process by advocating for the specific needs of our graduates and helping identify appropriate interventions.
- Collaborate with the Director of Graduate Support to develop a personalized plan of matriculation for each graduate in a workforce development program.
- Build and maintain relationships with alumni to provide ongoing guidance, mentorship, and encouragement.
- Conduct regular check-ins and assessments to identify alumni needs and progress towards their goals.
- Collaborate with programming staff, counselors, and external organizations to leverage resources and maximize support for alumni.
- Maintains & consistently accurate updates online graduate tracker, with all major life updates, history of communication, & changes in each family.
- Stay informed about trends and best practices in graduate support services and educational equity.
- Guides graduates and families through the application & financial aid process if needed.
- Guides graduates & families with applying for & receiving vital documents like SS card, birth certificate, state ID, etc.
- Advocate for alumni interests and needs within the school community and beyond, promoting awareness and understanding of non-traditional alumni challenges.
- Plan and coordinate alumni events, workshops, and networking opportunities to foster a sense of community and connection among graduates.
- Maintains and revises databases of potential placement post-secondary institutions and gap year programs including WPSI, City Year, Philadelphia Apprenticeships, etc.

Support of Nontraditional Graduates

- Checks in with each graduate at minimum once a week, while communicating at a frequency that matches the current need.
- Ensures commuting students have means of transportation.
- Develops and maintains a network of contacts at a variety of access organizations.
- Provides reminders of key calendar events: final exams (care packages), mid-terms, registering for classes, renewing financial aid packages, community service hours, etc.
- Ensure all graduates are always actively pursuing enrollment in any worthwhile employment or educational opportunities.
- Additional school-wide responsibilities and staff coverage as assigned.

Characteristics

- Awareness of and participation in secondary placement/access programs.
- Excellent organizational, planning, implementation, and communication skills.
- Ability to manage the ambiguity and multiple priorities inherent in an entrepreneurial environment.
- Ability to set objectives and achieve goals.
- Excellent written, communication and presentation skills.
- Initiative, leadership, and tenacity.
- Detail oriented team player willing to roll up sleeves and get the job done.
- Ability to work within a fast-paced, energetic, and dynamic environment.
- Ability to be strategic and innovative within the position.
- Willingness to go above and beyond what is asked to complete a task or achieve a goal.

Employee Benefits

- St. James School offered competitive salaries that are based on experience and qualifications.
- Medical/Prescription/Dental/Eye Care Insurance Coverage through a group health maintenance organization (HMO) health insurance plan (PAISBOA HBT); St. James covers 95% of premium, with employee covering remaining 5%.
- Defined Contribution Plan through The Church Pension Fund; St. James contributes a minimum of 5% of annual salary and potentially as much as 9%, based on level of employee contribution.
- Life Insurance through The Church Life Insurance Corporation valued at 2Xs employee's annual salary; St. James covers 100% of premium.
- Fertility & Family-Forming Support Benefit through Maven
- Mental Health Supports through PAISBOA HBT
- Available Professional Development and Continuing Education funds

- Available Interest-Free Hardship Loans (after one year of service)
- Available Tuition expense coverage, for qualifying courses of study (with dollar limits and after one year of service)
- Paid breaks and holidays include Labor Day, Thanksgiving (3.5 days), Christmas break and New Year's Day, President's Day (2 days), Spring Break (1 week), Memorial Day (2 days), June Break (1 week) and August Break (3 weeks)
- Health & Wellness paid time off.
- Wellness Benefit covers expenses for gym membership (Kroc Center, Philadelphia, or Planet Fitness)
- Spiritual and Religious resources (e.g. spiritual direction, theological study, school and community masses, community building)
- Free Lunch Benefit available daily as part of the School's school-wide community lunch program

Application Requirements:

Qualified candidates should send a resume, cover letter and salary requirements for consideration to hiring@stjamesphila.org. We regret that we cannot respond to every applicant. Only those of interest will be contacted.

Equal Opportunity Employer:

St. James School is an equal opportunity employer and makes employment decisions on the basis of merit. St. James School seeks to have the best available person in every job. St. James School policy prohibits discrimination based on race, color, creed, sex, marital status, age, national origin, physical or mental disability, medical condition, ancestry, religion, sexual orientation, or any other consideration made unlawful by federal, state, or local law, ordinance, or regulation. This policy applies to all terms and conditions of employment, including hiring, training, promotion, discipline, compensation, benefits, and termination of employment. All unlawful discrimination is expressly prohibited.